

Rancho Santiago Community College District

District Office

2323 N. Broadway, Santa Ana, CA 92706

Office: (714) 480-7439 Fax: (714) 796-3995

Technology Advisory Group

Meeting of: Thursday, December 6, 2012 – 2:30 p.m.

District Office 114, Executive Conference Room

Meeting Minutes for December 6, 2012

Members Present: Curtis Childress, Corine Doughty, Dean Hopkins, Scott James, Sylvia LeTourneau, Joe Pacino, Jolene Shields

Members Absent: Raymond Hicks, Cherylee Kushida, George Sweeney, Lana Wong

Guests Present: Laura Bennett, Tammy Cottrell, Allen Dooley, Sergio Rodriguez

Discussion

- Minutes:
 - The minutes from the November 1, 2012 meeting were approved unanimously contingent on the discussed corrections.
- Dark Fiber Project:
 - Sylvia LeTourneau gave a brief overview of the Dark Fiber Project.
 - Companies installed fiber cables in AT&T trenches when it was deregulated, so there is fiber running throughout the cities.
 - Dark Fiber indicates that it is not being used (must have electronics on both ends of the fiber to make it work or “Light”).
 - Currently the District pays \$35,000 per month for the fiber connections between District sites (Wide Area Network or “WAN”) through AT&T. The contract with AT&T is expiring and the network equipment is at end of life and needs to be replaced.
 - “Dark Fiber” is “renting” the non-AT&T fiber infrastructure. The District owns the electronics and therefore, can control the pipe (the speed at which data is transferred). Data speed can be increased from 1GB to 10GB.
 - Dark Fiber will save the District approximately \$11,000 per month. ITS is requesting that the savings be used to hire an additional network specialist.
 - The bid has been awarded and the project is underway.
 - The Chancellor has been meeting with other Orange County Community Colleges to investigate possible cost savings. ITS would like to see some connectivity with other Community Colleges locally to provide some redundancy and communication between the District and other Community College sites.
- Wireless Project:
 - SAC wireless upgrade is complete.
 - SCC and the satellite sites (OEC, CEC) are virtually complete.
 - Communications will be going out shortly to employees introduction the new wireless upgrades, and providing instructions on how to access it.
 - Sending a communication regarding the wireless upgrade to students was discussed.
- Video Surveillance:
 - The project is in progress. The cameras have caught some criminal activity already.
- Technology Plans:

- The College Technology Plans were discussed.
- SAC representatives provided a draft copy of the SAC Technology Plan for review. It is estimated that the plan is about 50% complete. The anticipated completion date is March 2013.
 - The plan is geared toward future technology projects and needs. The focus is on students, faculty and college infrastructure.
 - The completed plan will include an update, as well as refreshing and maintenance of the current technology.
- The vision of how the SAC Technology Plan is integrated or introduced to the TAG committee was discussed. It was suggested that the TAG committee review and compare the SAC and SCC plans to see if there any potential cost savings for overlapping technology. The plans are included in the Educational Master Plans, which would be presented to the Board. Faculty training and development was also discussed in this context.
- SCC is currently reviewing and evaluating their needs to better serve students and faculty. At this time, SCC has not begun the writing process for the technology plan but is still in the research and review stage.
 - SCC TC is currently developing and reviewing the framework for defining goals and strategies for the technology committee, and reviewed the job functions; for example the web task force has been in effect for eight years with no clear purpose, which they are trying to define in this process. It was noted the SCC, while a medium sized campus, is still functioning as a small or “boutique” campus. The functions are not clearly defined.
- Discussion of how the technology fits into the overall District-wide planning process, and where the budget is going to be assigned ensued. The process does not seem to be fully defined. There is benefit to combining technology needs and resources. The idea of combining orders to increase discounts and buying power, and the road blocks that are currently in place were also explored.
- The idea of making the Strategic Technology Plan (STP) a five-year plan was proposed and discussed. This would coincide with the five-year master plans for the Colleges. The need for a sub committee or separate committee from TAC to handle the technology requests that inevitably come in was debated. While ideal in theory, in practice there may not be the resources or people willing to participate. It was noted that not every technology issue needs to be committee driven, but does need someone committed to taking the lead and managing the project.
- TAG Committee:
 - The role of TAG as a facilitator of communication between the Colleges was discussed.
 - The concept of having fewer TAG meetings was explored, including addressing the summer meeting schedule. It was suggested that representatives from the satellite committees (e.g. web task force) should be attending the TAG meetings to facilitate the communication.
 - The structure at Orange Coast Community College was discussed. While they do not have an equivalent to TAG, it was noted that they work together as a team. There are more robust ITS departments on each campus, and employees were “loaned” to other locations as needed.
- Training and Support:
 - Help Desk services were discussed, however it was noted that while the need for a Help Desk and training has been identified, neither the District or Colleges are willing to fund it.
- General Committee Member Updates
 - SAC TAC – No update
 - SCC TC – No update
 - Joint Cabinet – No update
 - ITS – No update
 - Other – No update

Action Items

- None

Information Distributed

- Draft copy of the SAC Technology Plan

Meeting Schedule

2012-13 TAG Meeting Schedule

Thursday, January 10, 2013	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, February 7, 2013	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, March 7, 2013	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, April 4, 2013	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, May 2, 2013	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, June 6, 2013	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, July 11, 2013	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, August 1, 2013	2:30 – 4:00 pm	Executive Conference Room (Dist 114)

Adjournment

Ms. LeTourneau adjourned the meeting at 4:15 pm.